

**DEPARTMENT OF REHABILITATION SERVICES
DEAF AND HARD OF HEARING SERVICES
INTERPRETING SERVICES UNIT**

**JOB POSTING
INTERPRETER COORDINATOR**

OPEN TO: Public

JOB POSTING NO: INTPCOOR2014

HOURS: 40 hour work week

SALARY RANGE: (MP 58) \$64093.00 – \$87393.00
(New hires start at minimum of salary range)

LOCATION: 67 Prospect Avenue, Hartford, CT 06106

POSTING DATE: October 27, 2014 – November 17, 2014

The Department of Rehabilitation Services, Interpreting Services Unit, is currently recruiting for an Interpreter Coordinator to assist in the management of statewide interpreting services. The successful candidate will have the ability to handle multiple priorities, be proficient in American Sign Language, have an understanding of Deaf culture, be familiar with labor relations and contract interpretation; be familiar with State of Connecticut contracting practices and be able to develop reports to provide statistical data as required.

ELIGIBILITY:

Candidates **must** be RID certified and registered with the State of Connecticut. They must possess the Comprehensive Skills Certificate (CSC) awarded by NRID or its equivalent.

PURPOSE OF CLASS:

In the Department of Rehabilitation Services this class is accountable for serving as official interpreter, administering statewide interpreter services for deaf and hard of hearing residents of Connecticut and coordinating and assisting in the planning of training and retraining workshops for such interpreters.

SUPERVISION RECEIVED/EXERCISED:

This class works under the direction of the Bureau Chief of the Community Living Bureau in the Bureau of Rehabilitation Services.

EXAMPLES OF DUTIES:

Serves as official interpreter to the commission at all business meetings, hearings and special sessions and to the Executive Board and Executive Director of the commission in their relations with the Governor, General Assembly, the public, local and state agencies and organizations; coordinates on a statewide basis interpreter services for all deaf and hearing impaired residents to meet provisions of Section 17-137 of General Statutes and provide a more effective use of interpreters for such residents; coordinates and assists in planning of periodic training and retraining workshops for improvement of qualified interpreters to advance professional and ethical standards for such interpreters in accordance with primary aim of NRID; maintains close liaison with deaf and hearing impaired residents through their state and local organizations to better evaluate need for interpreter services on a statewide basis; performs related duties as required

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of all forms of interpreting for the deaf and hard of hearing; familiarity with National Registry of Interpreters for the Deaf (NRID) Code of Ethics; considerable ability to establish and maintain harmonious relations with those contacted in the work; ability to plan, coordinate and maintain an effective statewide interpreter service for the deaf and hard of hearing.

APPLICATION PROCEDURE:

To be considered candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with a copy of their certification card, three (3) professional references, at least one should be supervisory. State employees should submit a copy of their two most recent service ratings or PARS in lieu of references. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE November 17, 2014.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.